

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-10- <i>j</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/5/10</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Food and Nutrition Service			
3 MINOR SUBDIVISION Information Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Michael P Short	5 TELEPHONE NUMBER (703) 605-0796	DATE <i>21 FEB 11</i>	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 0 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>17 Dec 09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Agency Records Program Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN -- (NARA USE ONLY)
1	<p>This request is to establish a disposition for records associated with a request to deviate from approved disposition standards due to litigation, records searches, moratoriums or other requests imposed by USDA authorized officials. This disposition request is media neutral and can include hardcopy and electronic records</p> <p>File Code: 270-1/H/81</p> <p>Title: Records disposition standard deviations</p> <p>Description: Information reflecting exception to records disposition standards authorized by responsible records management officials, record freezes or moratoriums imposed by authorized USDA officials. Included are requests, approvals, and related information</p> <p>Disposition: Keep in current files area until lifting of the freeze/moratorium, then destroy when 3 years old</p> <p><i>See attached</i> <i>next 12/15/10</i></p>		

N1-462-10-01

This request is to establish a disposition for records associated with case files for records holds due to litigation, records searches, moratoriums or other requests imposed by USDA authorized officials. This disposition request is media neutral and can include hardcopy and electronic records.

File Code: 270-1/A/1H

Title: Case Files: Records Freezes and Holds

Description: Information reflecting records holds authorized by responsible officials, record freezes or moratoriums imposed by authorized USDA officials. Included are hold/freeze/moratorium requests, hold notifications and responses, approvals, official lifting of the holds and related information.

Note: Records subject to the freeze/hold are disposed of in accordance with approved agency disposition instructions for those records.

Disposition: Cut off when the freeze/moratorium is lifted. Destroy 3 years after cutoff.